

Technology Plan of the Newton Town Library for 2006-2008

Mission.

Technology and learning for all patrons and librarians.

The mission of the Newton Town Library is to provide, with the use of various formats, service to patrons of all ethnic and economic backgrounds. Our mission is also to encourage all libraries in Cache Valley to exchange books via a county wide network and courier service.

Current technology and computers are essential to keep up with the ever-changing technical world, and job market. The library has cataloged 20,800 items which are online via our website <http://home.comcast.net/~newtonlib/> These items are MARC compatible.

Introduction.

The Newton Town Library serves as an information, reference, and recreational center for the northwest side of Cache Valley. The library is open to everyone, although the library is supported and funded through Newton Town. Library services have been extended to surrounding communities in an attempt to provide additional services.

As of the spring of 2004, Newton's ecclesiastical boundaries listed 993 people in the local Cub Scout phone book. In fiscal year 2004/2005 there was 8,120 visits to the library and 11,962 books checked out. 2,437 patrons used the Internet and 1,392 patrons used computers, not related to internet use. We have a diverse population of all ages with various ethnic backgrounds. College age students and patrons living at home are using our internet service to continue their college classes. Access to a fast internet connection is vital to them. Use of the library by nonresident patrons from Clarkston, Trenton and Amalga continues to grow.

The Newton Town Hall consists of a fire station, ambulance service, Municipal Court, meeting rooms, clerk's office, library, and county

sheriff's sub station. The building has been updated and provides a comfortable environment. Plans are in process for upgrading our present facility or building a new building. The town council is trying to obtain funds for this project.

Existing Technology and Service.

Our present Technolgy and Equipment.

Two computers, Windows 95, 7 years old.

Six computers varying in age from 6 years old to one 2 years old. Most of our software is 5 years old.

1 server, 2 years old.

Corporate virus scan for 10 computers expires Sept 2006.

Librarysoft (software that hosts our catalogue collection and allows us to check out, and check in books, etc.) This software allows our patrons to view our library collection on-line.

4100 Hp Laser Jet Printer, 6 years old.

HP Scanner 6 years old.

Cannon copier, 2 years old.

Fire wall, hub and Comcast Cable Internet, with capacity to network twelve computers.

Furniture: Various tables of different heights and computer desks. New chairs for all computers have been added this year.

Videos 537, Audio 366.

Outdoor book drop was acquired in 2004.

The library staff and patrons have been frustrated over the lack of fully functioning computers. Three of our computers need replacing immediately. All three have problems that have been worked on, but still are not functioning efficiently due to there age.

We are seeking funds to provide 2 additional computers, Drive Shield (software for each computer), a new scanner and technical help to set up the computers. We have other resources to replace the third computer.

Goals and Timeline 2006-2008

Technology and learning for all patrons and librarians.

The primary goal of our library is to acquire an automated system that will facilitate an efficient library operation. This will be implemented in

stages as outlined below. Basically our goals are the same for the next 3 years; upgrade our computer equipment, software, book collections, audio collection, and furniture to streamline various departments of the library and provide training for staff and patrons. Our schools, shopping and jobs are at least 30 to 90 minutes from Newton, because of this, many of our patrons have requested that we expand our audio collection. Listening to audio entertains children and enlightens adults.

Goals and Timeline 2006-2008 cont.

<p>2005/2006</p> <ol style="list-style-type: none"> 1. Add three new computers with matching software and protection. 2. Add a new scanner. 3. We have added 6 metal bookshelves this year. 4. We plan on spending \$1,500 on audio by June, 2006. 5. Another part time librarian, Julie Nielson, has been hired and will be trained to catalogue and do other library functions. 6. Set up training for our librarians and patrons. Take advantage of State and on-line training. 7. Continue our library reading programs, State Summer Reading program & Bernstein Bear's 	<p>2006/2007</p> <ol style="list-style-type: none"> 1. Add two new computers with matching software and protection. 2. Have all of our librarians take advantage of State and on-line training. Conduct classes for patrons. Robert Anderson (Brigerland's computer instructor) has offered to teach computer related classes. 3. Add more metal bookshelves to replace out dated shelves 4. Continue to upgrade and weed our book, audio, video and DVD collections. 5. Encourage patrons to use our computers and audio programs to learn Spanish and English. 6. Continue our reading programs. 7. Teach youth the harm that can come by 	<p>2007/2008</p> <ol style="list-style-type: none"> 1. Add two new computers with matching software and protection. 2. Have all of our librarians take advantage of State and on-line training. Provide individualized instruction for patrons. Teach the use of new software on computers to patrons and staff. 3. Add more metal bookshelves to replace out dated shelves 4. Continue to upgrade and weed our book, audio, video collections. 5. Complete the cataloguing of our Special Collections section and continue to collect histories and pictures for our Special Collections 6. Encourage patrons to use our computer and audio programs to learn Spanish and English.
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<p>winter reading program. We had 2,615 children report their reading in our various reading programs during 2004.</p> <p>8. Work out a schedule to get our Special Collections catalogued.</p> <p>Continue to collect histories and pictures for our Special Collections Section of the library.</p>	<p>putting their pictures and vital information on web sites. This is an open door to predators.</p> <p>8. Continue cataloging our Special Collections and collecting histories and pictures for our Special Collections.</p>	<p>7. Continue our reading programs. Computers are often used to complement these reading programs. Every two months we sponsor different themes. Such as in February & March we feature books and materials about Ethnic groups.</p> <p>.</p>
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Budget 2005/2008

ITEM	2005/2006	2006/2007	2007/2008
SALARIES	7,770	8,000	8,000
AUDIO & DVD, etc.	2,000	1,500	1,500
ELCTRONIC, Web site, LIBRARYSOFT software updates, virus protection, tech help, training.	1,500	1,500	1,500
Promotion and fund raiser. *	1,200	200	200
SUPPLIES include bookcases if under \$1, 000	1,500	1,500	1,500
Misc. service	200	200	200
Books	2,000	2,500	2,500
Capital Outlay town definition over \$1,000. Computers and applicable software.	3,600	3,600	3,600
Total	\$19,770	\$18,800	\$18,800

* Ruby Woodward, our former board chair, has completed a history of Newton and Cache Junction from 1869 to the present. The library paid for publishing this book. This was done for three reasons.

1. To secure funds for the Library.
2. To preserve the history of Newton and Cache Junction for future generations.
3. To stimulate people to submit histories of their ancestors and to write their own personal history. The book will be published in 2006.

The Library Quilt

This beautiful “Lone Star” quilt was pieced by Carol Jensen our postmistress, and donated to the library. [This quilt was actually quilted by some of the “Grandparents of the Library”.] The quilt is on display at the library and chances will be sold for it until our Newton Town July 24th Celebration, at which time there will be a drawing to see who the lucky owner of the “Library Quilt” will be. All the proceeds will be used to supplement library funds.

Evaluation

Evaluation		How	When
We want to do what?	Provide training in computer programs, computer games, Internet use, cataloguing, reading book shelves and weeding books. Encourage patrons to give us feedback by use of a suggestion box.	Use money set aside under Electronics to hold a class for each of the previous mentioned items. Between the three librarians we can train classes on all of our computer software programs. We have many children and teen computer games. We will hire one of our teenage experts to train us in this field.	Set up a time table starting February 2006. Each month a class will be taught. Sarah Rigby and Julie Nielson [assistant librarians] will teach computer classes. Cleo Griffin head librarian and Sarah Rigby will teach Internet use. Cleo will teach cataloguing, weeding and reading shelves.

For whom.	Librarians, patrons and Easter Seal Employee, Cheryl Wall.	Have training classes for librarians and patrons.	With a refresher class each year in February and March
For what outcome.	Library staff can better serve & teach patrons.	Patrons will be instructed in areas of their needs.	Starting in April 2006 library service will improve.

We have downloaded genealogical software PAF and PAF Insite on all of our computers and are providing training in these fields. One 14 year old boy has been using the PAF program for two years to update his ancestral data base.

The New Heritage site provided by Public Pioneer Utah's On Line Library has been a great asset to our patrons. The head librarian has taught classes on the use of this program. She also taught classes on how to find patrons ancestors on-line. This training will be continued every 6 weeks during the winter and is customized for each person.

A display on how to use "Public Pioneer Utah's On Line Library" is on our front bulletin board. This display and bulletins sent through-out the town encourages patrons in the use of this valuable resource.

Grant money for computers, new technology, scanner, and tech help will keep our library on the cutting age of technology. The training we have mentioned and more intense training by professionals in 2007 will keep the Newton Town Library an exciting place to be. Through weekly bulletins we try to keep the public aware of what is new at the library and warn patrons of computer viruses and caution parents on internet use for their children.

Date approved by the Newton Town Board. February 8, 2006